

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 40-101

AIR FORCE MATERIEL COMMAND

Supplement 1

24 JUNE 1999

Medical Command

HEALTH PROMOTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AFMC/SGBZ (Capt Lisa Schmidt)

Certified by: HQ AFMC/SGBZ
(Col Paula A. Block)

Supersedes AFI 40-101/AFMCS1, 30 Jun 95

Pages: 5
Distribution: F

This supplement implements AFI 40-101, *Health Promotion Program*, and expands on the basic guidance provided. It applies to all Air Force members assigned or administratively attached to AFMC, retirees, and beneficiaries; Air Force civilian personnel; US Air Force Reserve and Air National Guard members on active duty orders for 31 consecutive days or more; and retirees of the Air Reserve Component. Use this supplement in place of any previous guidance. If supplemented, submit a copy to HQ AFMC/SGBZ, 4225 Logistics Avenue, Suite 23, Wright-Patterson AFB OH 45433-5762.

SUMMARY OF REVISIONS

This is a complete revision of the supplement.

AFI 40-101, 9 May 98, is supplemented as follows:

4.1. (Added) Ensure adequate line resources to support sustainment of command Health and Wellness Centers (HAWC) and effective health promotion and fitness programs.

6.4.1. (Added) Conducts biennial staff assistance visits to each HAWC using local HAWC funds.

7.5. Ensures Responsibility Center/Cost Center 5969 is established for the HAWC (FAC is 5321) operational expense elements.

7.8. Staffing, as a minimum, will be: one health promotion manager (HPM), one medical technician (two, if total force is greater than 6,000), one exercise physiologist, one information manager, and if base total force exceeds 6,000 a health/fitness instructor to augment the Fitness Program staff. If the medical treatment facility does not provide nutritional medicine services, staffing should include a contract registered dietitian to meet the health promotion/disease prevention needs of the population.

8.4. Ensures fitness center staff members receive an exercise specialist certification from the American College of Sports Medicine (ACSM), Cooper Institute for Aerobics Research (CAIR), or equivalent, to assist customers to improve and enhance their fitness conditioning programs.

8.5. (Added) Ensures the fitness center director collaborates with the HAWC staff to provide an integrated health and fitness program.

8.5.1. (Added) In conjunction with the fitness program manager (FPM), develops the Air Force Fitness Program's fitness improvement programs (e.g., self-directed fitness improvement program, monitored fitness improvement program.) Fitness improvement programs will be provided to enrolled members at no cost.

8.5.2. (Added) Develops fitness programs based on fitness conditioning prescriptions from the HAWC. Offers incentive programs for exercise participation.

8.5.3. (Added) Collaborates with the HPM to identify fitness center staff training needs. Ensures attendance at training sessions by all fitness center staff and proper annotation of personnel training records.

8.5.4. (Added) Consults with the HAWC staff on the purchase of exercise equipment.

8.5.5. (Added) Designates 2 to 3 members of their staff, to augment the HAWC in conducting official body fat measurements. Duties should not exceed 2 man-hours per week unless mutually agreed upon by the Services Combat Support Flight Commander/Chief and the HPM.

8.6. (Added) Ensures marketing staff collaborate with the HAWC to promote health and fitness programs offered at both the HAWC and the fitness center. Ensures fitness programs offered in the HAWC are billed as joint Health Promotion/Services activities by the Services marketing division.

8.6.1. (Added) Support will include design and distribution of advertising material, inclusion of joint activities in Services calendars and promotional publications, and input to installation news media. Joint activities will include, as a minimum, events supporting American Heart Month (February), National Physical Fitness and Sports Month (May), National Cholesterol Education Month (September), and the Great American Smokeout (November).

8.7. (Added) Advocates programs and allocates sufficient funding to support effective health and fitness programs.

8.8. (Added) Ensures HAWC is assessed for possible future construction/renovation when the fitness center is assessed for add/alter or new building status.

9.6. Staffing will include a health/fitness instructor if base total force exceeds 6,000.

9.7. (Added) Explores and engages cooperative efforts with Services Squadron/Division to develop economies by sharing contracts (i.e., equipment maintenance, linens, etc.)

9.8. (Added) Collaborates with Services Squadron/Division to establish and sustain a cooperative marketing program for HAWCs and fitness activities to encourage healthy lifestyle changes. Ensures incentive items earned for exercise participation promote health and fitness.

10.1.1. Ensures integration of all health promotion and disease prevention programs to include Put Prevention into Practice, preventive health assessment, and HAWC programs.

11.1.5. Ensures financial plans (line and Defense Health program) have a line item functional statement in the Description of Operations under Program Data; a line item showing total funding requirements under Program Summary for Funding; and a document of statement of need if unfunded requirements exist. Ensures funding is loaded to RCCC, PEC, and EEIC levels during initial distribution funding.

11.1.5.2. (Added) Budgets for biennial staff assistant visit by MAJCOM health promotion representative.

11.1.9.1. (Added) Collaborates with the Services Combat Flight Commander to identify fitness center staff training needs. Schedules ongoing training with the fitness center director.

11.1.9.2. (Added) Consults with Services when the installation fitness center is assessed for add/alter or new building status for possible HAWC construction/renovation needs.

11.1.13.1. (Added) Coordinates dates and times with Services Combat Support Flight Commander/Chief for fitness center staff to conduct body fat measurements in the HAWC. If more than 2 man-hours per week are required, will work together to determine if additional support can be provided without degrading fitness center mission capability.

11.1.13.2. (Added) Ensures all Services augmentees are properly trained on body fat measurement procedures.

11.1.13.3. (Added) Purchase of exercise equipment for HAWC (not including equipment for exercise testing such as cycle ergometers, mats, etc.) will be coordinated with Services at the local level in accordance with Allowance Standard 410.

11.3.1. Coordinates event logistics prior to seeking marketing support from Services marketing department.

11.3.2. Coordinates with Services Combat Support Flight commander/chief, marketing of exercise classes offered within the HAWC as joint Health Promotion/Services activities.

11.4.1.2. (Added) If the HAWC is not collocated with the fitness center, coordinate policy identifying the parameters of all behavior modification programs that include fitness training in the HAWC with an SV representative. The policy should identify targeted population, any specific equipment needs beyond the basic requirements, and establish a requirement for an exercise prescription to include the length of the program.

12.9. (Added) In conjunction with the fitness center director develops the Air Force fitness improvement programs (e.g., self-directed fitness improvement program and monitored fitness improvement program.)

12.10. (Added) Serves as an advisor/consultant to the Fitness Center Director on matters directly relating to exercise activities in the fitness center (within the scope of education and expertise of the FPM.) Areas of concentration are Fitness Improvement Programs (FIP), automated fitness assessments, and fitness activities requiring exercise knowledge.

12.11. (Added) Provides ongoing training to the fitness center staff.

12.11.1. (Added) Training will be conducted on a recurring basis, preferably monthly. Sessions may vary from 1 half hour to 2 hours in length depending on the information to be presented. Sessions may need to be offered on more than one occasion to ensure all members of the fitness center staff receive training.

12.11.2. (Added) Training materials used should be those readily available within the HAWC, and may include materials being used in conjunction with the FIPs.

15.1.2. (Added) Fitness improvement is one of the key programs offered at the HAWC. The FPM may utilize a fitness demonstration area in the HAWC to instruct proper usage of fitness equipment, monitoring participation until behavior modification has occurred. Clients are expected to utilize fitness centers for fitness conditioning, once the behavior modification program is complete.

16.2.2. (Added) All medical nutrition therapy must be scheduled in CHCS and use the BALA MEPRs code.

16.3. (Added) Dietitians and diet therapy technicians assigned to the HAWC will provide general nutrition education. Programs may include commissary tours; Dietary Pyramid education; review and assessment of eating habits and food diaries; generic high fiber/low salt/low cholesterol/weight loss diets; general nutrition protocols/national healthy nutrition programs; National Nutrition Month; sports nutrition, etc. Only privileged registered dietitians or certified diet therapy technicians may provide medical nutrition therapy (MNT). Medical nutrition therapy requires the assessment of nutritional status followed by therapy that includes assessment, counseling, and reassessment of nutrition risk. MNT requires an individualized diet, prescribes a specific level of nutrient, and/or is of significance to the provider to adequately provide the remainder of the medical care. MNT should not be provided by the HAWC nutrition staff unless they are the only credentialed nutrition provider on the base; then no more than 50 percent of duty time may be spent on MNT.

20.1. All members of the MTF must be trained in the proper use of a medical self-care book, and knowledgeable about all components of the medical self-care program for their MTF.

24. (Added) Health/Fitness Instructor (HFI):

24.1. (Added) The HFI will assist the FPM in implementing the Fitness Program as defined in AFI 40-501, *Air Force Fitness Program*.

24.2. (Added) HFI duties will include instructing personnel in conditioning equipment usage; ensuring monitored fitness improvement programs are conducted and implemented appropriately; and assist in fitness assessments and developing exercise prescriptions for active duty members, family members, retirees, and DoD civilians.

24.3. (Added) Examines all components of total health when accomplishing an exercise prescription including stress management, nutrition, family issues, etc.

24.4. (Added) HFI will be certified by the American College of Sports Medicine.

25. (Added) Medical Technician(s):

25.1. (Added) One or more medical technicians will be assigned to the HAWC. Appropriate AFSCs are 4NXXX, 4EXXX, 4FXXX, 4DXXX, or any other AFSC that provides health education to patients.

25.2. (Added) Serves as NCOIC, assisting HPM with continuous effective administration and direction for health promotion programs (HPP).

25.3. (Added) Responsible for fiscal management of APF and DHP HPP budgets.

25.4. (Added) Assists in development and execution of intervention methods to meet client needs. Can provide instruction on all HPPs as needed.

25.5. (Added) Assists in workforce health screening. Measures blood pressure, height, weight, and body fat.

25.6. (Added) Collects blood samples by venipuncture or finger stick.

25.7. (Added) As required, conducts submaximal cardiovascular fitness assessments.

26. (Added) Information Manager:

26.1. (Added) Provides administrative support to the HPP.

26.2. (Added) Collects, processes, and analyzes statistical data gathered from health related behaviors, fitness testing, and program participation.

26.3. (Added) Provides reports to HPM as requested.

26.4. (Added) Provides general clerical and typing support for the health promotion flight.

26.5. (Added) Locates and files patient information; e.g., addresses, SSAN, phone number, etc., for tracking and contacting program participants at various intervals.

26.6. (Added) Attends and records minutes for the health promotion working group meetings. Types and disseminates minutes and agendas.

25.7. (Added) Maintains correspondence files, instructions, manuals, and wellness resource center.

26.8. (Added) Administers health enrollment assessment reviews (HEAR) as required to support the preventive health assessment program and schedules appointments for provider follow-up as necessary. Tracks and obtains results of survey responses to ensure implementation of new programs.

GARY H. MURRAY, Colonel, USAF, DC
Command Surgeon